

**EDC14D011**

**Title:** DIVERSITY IN THE WORKPLACE – E LEARNING UPDATE  
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**Issue**

Update on progress of recently introduced requirement for all staff to complete on line equality and diversity training.

**Recommendation**

Proactive and clear support needed from Deans, Heads of Services and Schools to ensure all staff treat the training module as a priority to enable the University to meet its objective.

**Resource Implications**

N.A.

**Risk Implications**

Staff who are unaware of the range and depth of equality legislation may pose risks working in a diverse environment such as the University.

**Equality and Diversity**

The requirement for all staff to complete this training is aimed at increasing overall organisational capacity and ability to work appropriately and effectively with our highly diverse staff and student populations.

**Timing of decisions**

N.A.

**Further Information**

Further information is available from:

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**Background**

First paper to the Committee 26 November 2013

**Discussion**

See attached paper.

## Completion Rate

Table 1 below shows a summary of those who have completed the module since its launch. As at 23<sup>rd</sup> February 2015, 2450 staff members have completed the module which equates to 87% of the total staff headcount of 2814. **It should be noted that if figures for the Sportspark and Sainsbury Centre are excluded the completion rate would be 90%.**

Table 1: Diversity in the Workplace Statistics					
2015	Pending	Completed	Total Completed	Total Staff Count	% Completed
February	364	171	2450	2814	87
January	520	112	2279	2799	81
2014					
December	634	371	2167	2801	77
November	950	178	1796	2746	65
October	1108	86	1618	2726	59
September	1179	66	1532	2711	57
August	1230	181	1466	2696	54
July	1400	30	1285	2685	48
June	1443	59	1255	2698	47
May	1519	436	1196	2715	44
April	1912	596	760	2672	28
March	2475	164	164	2639	6

It should be noted that where Heads or Managers have proactively engaged with this initiative they have achieved a 100% completion rate, notably ARM, CSED, HR, Finance, ISD, Maintenance, Portering, BIO, CHE, CMP, PHA and PSY.

## Background

The University's on-line Equality and Diversity Training Module, developed by Marshall ACM, is tailored to the HE Sector and customised to the UEA audience. This has been available for some time but there has been no specific requirement for staff to complete it. Following a paper to the Equality and Diversity Committee on 26<sup>th</sup> November 2013 it was agreed to make the module "mandatory training" for all staff particularly as there was an increased emphasis on equality and diversity from funding bodies as well as professional bodies. It was felt that as a majority of staff had access to a PC as part of their work this would be the most cost effective method to increase fundamental knowledge of equality and diversity across all staff categories within a relatively short timeframe. The module was launched in February 2014. Anyone who completed the module during 2013 would not be required to repeat this again unless they wished to do so and it was identified that this module should be repeated every 2 years.

## Process

All staff data has been provided by HRD and uploaded into the Marshall ACM system. An email was sent from the Vice-Chancellor to all staff on 21<sup>st</sup> February 2014 to launch the initiative followed by reminders to staff who have not yet completed the training.

Using an Administration Module provided by Marshall ACM the Equality and Diversity Office has tracked those who have completed the course and regular updates provided to CSED for recording against central staff training records. HRD has provided monthly reports of starters and leavers and these have been incorporated into the module to ensure the user information remains accurate.

The Equality and Diversity Office has provided reports to Directors and Heads of School and Services at regular intervals since the launch and asked for their support to encourage staff within their areas to complete the training. Support has also been given to users with technical queries or who have had feedback on aspects of the training to pass on.

### **Next Steps**

A further email circular was sent from the new Vice-Chancellor to those who were yet to complete the module on 20<sup>th</sup> October 2014 and fortnightly reminders from the Equality and Diversity Office are scheduled with additional periodic reports to all Directors and Heads of School and Services. The revised current target is 100% of the staff headcount to have completed this module by 30<sup>th</sup> April 2015.

We will continue to ask all staff who have not yet completed the module to do so. During 2015 we will have a rolling programme to remind staff to undertake the training once every 2 years.

The current staff completion rate excludes Associates Tutors, Honorary Lecturers or those on the Temporary Register as we have a limited number of licences per annum in the current contract with Marshalls ACM. During 2015 these groups of staff will be asked to complete the training.

The Equality and Diversity Office will review the module content on a regular basis and have used the feedback we have already received from staff to recommend improvements to Marshall ACM to ensure that the module remains up-to-date.

Several schools have asked if the module can be used by their students. At the moment we are limited by the current licence however, a costing exercise and content review is currently taking place to determine the feasibility of additional provision for students.